



JOB ANNOUNCEMENT

Native American Career and Technical Education Program (NACTEP) Recruiter/Advisor

OPENING DATE: December 7, 2016
REVIEW DATE: December 21, 2016
CLOSING DATE: Open until filled
START DATE: As soon as possible
LOCATION: Lummi Main Campus
SUPERVISOR: Director of WorkForce Education
SALARY: \$35,000 to \$42,500 max

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Indian Preference applies. Except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

SCOPE OF WORK

This position contains a combined role of Recruiter and Advisor for the NACTEP applicants. This position will work in close collaboration with the NACTEP Coordinator and local community constituencies to recruit potential students and provide program advising. Recruitment efforts will focus on tribal administrations, tribal organizations and tribal enterprises. This position also focuses on advising of new and returning students into courses that meet the requirements of their degree while ensuring satisfactory academic progress is made and assisting students through the provision of student support services such as career assessment, exploration and guidance, and financial assistance. **Please note that this is a grant funded position, which ends on September 30, 2017. There may be an opportunity to renew the grant, but no funding is guaranteed beyond September 30, 2017.**

DUTIES AND RESPONSIBILITIES

1. Work closely with human resource director and staff at the Lummi Nation and with on-site construction contractors to identify employees who are most likely to benefit from additional training.
2. Meet regularly with the Tribal Employment Rights Organization (TERO) Director and the program staff at Temporary Assistance for Needy Families (TANF), Native Employment Works (NEW), Lummi Vocational Rehabilitation (LVR), and General Assistance (GA) as well as the WorkFirst and Basic Food Employment and Training (BFET) program staff at NWIC to identify potential program participants.
3. Responsible for the advising of all NACTEP participants, including assistance with admissions, financial aid and/or funding, registration, advising and other college related issues.

4. Monitor student academic needs and proposed course offerings for compatibility.
5. Ensure students are meeting their program requirements and making satisfactory academic progress towards their Education and Employment Plan.
6. Register and enroll students into courses aligned with their program of study.
7. Advise and assist students with career assessment, exploration and guidance.
8. Meet with each potential program participant to explain the types of jobs or levels of employment they could achieve with the training offered.
9. Provide guidance on how a person could move up the income and career ladder with additional trainings.
10. Coordinate with students and the appropriate tribal staff to determine the training funding plan and the support services required to ensure the success of each student, and assist in providing those services.
11. Track the responsibilities of all parties in the funding and support services plan to ensure all costs are covered.
12. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

- A Bachelor's degree in Business, Human Services, Education or related field
- At least three (3) years of experience in Recruitment and Advising
- Strong knowledge of the regional tribal administration, tribal organization, and the enterprise community as well as case management
- Proven ability to work in a team environment in order to achieve strategic and departmental goals
- Strong interpersonal skills and an ability to work well with all people
- Excellent organizational, communication and planning skills

Other Qualifications:

Must have a current driver's license and a driving abstract that meets employer qualifications for insurability as well as the ability to travel on occasion.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule forms.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Internet software; Inventory software; Manufacturing software; Spreadsheet software and Word Processing software.

Other Skills and Abilities:

- Preference is given to those with experience working in Native communities and organizations

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three letters of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu